



kakisiwew-ochapowace Nation

EMPLOYMENT OPPORTUNITY

Title: Stabilization Centre Head Cook	Reports to: Stabilization Centre Manager
Employment Status: Full-time, Permanent	Location: Ochapowace Nation

At kakisiwew-ochapowace Nation, our people are our greatest strength. Guided by nehiyaw values—*wîcihitowin* (helping one another), *tâpwêwin* (honesty), *tâpahtêyimisowin* (humility), *kistêyhtamowin* (wisdom), and *wahkohtowin* (kinship)—we are committed to building strong, safe, and culturally grounded services for our citizens.

We are seeking a **Head Cook** to lead food services at the kakisiwew-ochapowace Stabilization Centre. The Head Cook oversees menu planning, purchasing, food preparation, and kitchen operations to provide nutritious, culturally appropriate meals that support healing and wellness. This role leads and mentors kitchen staff, collaborates with clinical and cultural teams, and ensures compliance with Canadian Food Inspection Agency and public health requirements while honouring nehiyaw teachings and seasonal, land-based foods where permitted.

What You Will Do:

- Plan, cost, and post rotating menus that meet nutrition standards, cultural preferences, and special diet needs.
- Prepare and supervise the preparation of balanced meals and snacks; ensure consistent quality, taste, and presentation.
- Incorporate traditional and seasonal foods; support ceremonial and community meals.
- Lead safe food-handling, sanitation, allergen management, temperature control, and accurate recordkeeping.
- Order, receive, and manage inventory; maintain par levels, FIFO rotation, and waste-reduction practices.
- Maintain kitchen and dining areas to inspection-ready standards; coordinate equipment maintenance and safety checks.
- Collaborate with nurses/health staff to accommodate medical and cultural dietary requirements.
- Train, schedule, and mentor kitchen team members; conduct shift huddles and performance coaching
- Prepare monthly summaries on menus, satisfaction feedback, waste trends, and budget variances.
- Participate in OHS drills and uphold trauma-informed, culturally respectful practices in the kitchen.

Who You Are: You are an organized and culturally grounded culinary leader who takes pride in nourishing people with care and intention. You model calm, teamwork, and high standards, and you enjoy coaching others.

You bring:

- Certificate or diploma in Culinary Arts, Food Service Management, or equivalent experience; Red Seal/Journey person an asset.
- Two or more years in a lead cook or kitchen supervisor role; healthcare, treatment, or institutional setting preferred.
- Experience with menu planning, special diets, and inventory/cost control.
- Current Food Safety and Handling certification; knowledge of HACCP principles, sanitation, and allergy management.
- Familiarity with Indigenous foods and protocols; ability to work respectfully with Elders/Knowledge Keepers.
- Clear communication, strong organization, and accurate documentation skills; basic computer skills for ordering and logs.

Conditions of Employment

- Current Food Safety and Handling certification; WHMIS; First Aid/CPR an asset.
- Clear Criminal Record Check with Vulnerable Sector Check.
- Ability to work shifts and meet the physical demands of the role.
- Valid Class 5 Driver's Licence and access to a reliable, insured vehicle.
- Adherence to kakisiwew-ochapowace HR policies, Code of Conduct, Confidentiality Agreement, and OHS standards.
- Must successfully complete drug and alcohol testing prior to employment and comply with Nation substance use policies.

What We Offer: Working as the Head Cook means more than running a kitchen—it means nourishing body and spirit, supporting healing, and honouring our connection to the land. You will lead a caring team that prepares food with intention, guided by *wîcihitowin* and *kistêyhtamowin*. We offer a competitive salary and benefits aligned with kakisiwew-ochapowace Nation's Compensation Plan, opportunities for cultural and professional growth, and access to ceremony, mentorship, and land-based learning. Together, we create a welcoming, supportive environment where good work and good heart are valued equally.

How to Apply: Please submit your cover letter, resume, global references along with a Vulnerable Sector Check, and driver's abstract to: staffing.hr@ochapowace.ca. **Deadline: 4:30 p.m., Friday, November 14th, 2025.** For a copy of the full job description and competency profile, please contact Gaylene Henry at the email provided.

Thank you sincerely for your interest in joining our team and for taking the time to apply. *Please note that only those candidates who meet the required criteria will be contacted for an interview. Preference will be given to kakisiwew-ochapowace Nation Members.*